

RECYCLING POLICY**SCOPE**

This policy applies to all employees, students and visitors on University premises.

POLICY

Every employee and student is entitled to a healthy environment in which to live and work. Concordia can help to ensure this for coming generations by establishing sound practices of reduction, reuse, recycling, and recovery within the University community. It is the policy of this University to adopt such practices wherever financially and logistically feasible, and to endeavour, progressively, to enhance Concordia's capabilities in this respect.

A comprehensive recycling plan shall be implemented as appropriate throughout the University. The goals of this action plan are to:

1. Stimulate the interest of all members of the University community in the importance of sound environmental and recycling practices, and encourage their participation.
2. Meet or exceed the targets and schedules for waste reduction established by the federal, provincial, and municipal governments.
3. Reduce the amount of unrecycled/unreused waste produced by the University community, thereby reducing the negative environmental impact of our institution, while reducing costs.

These goals can be achieved only by cooperation within the Concordia community.

IMPLEMENTATION: OUTLINE OF RESPONSIBILITIES

Every employee and student shall be encouraged to take an active role in the University's recycling and waste reduction programmes by complying with University procedures and guidelines concerning the production and disposal of reusable and non-reusable waste materials.

1. Vice-Rector, Services

The Vice-Rector, Services, has the responsibility to oversee the activities of the University Recycling Committee and its programmes. Specifically, the Vice-Rector shall:

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1 October 1993

n/a

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EFFECTIVE DATE

SUPERSEDES POLICY DATED

POLICY NUMBER

[Signature]
APPROVED BY THE
OFFICE OF THE RECTOR

[Signature]
AUTHORIZED BY
THE SECRETARY-GENERAL

Vice-Rector, Services

ORIGINATING OFFICE

- 1.1 Approve specific aspects of the Recycling Programme as developed.
- 1.2 Oversee the Recycling Committee's implementation and coordination of the Recycling Programme.
- 1.3 Advise the Office of the Rector and the Board of Governors on important recycling issues.
- 1.4 Consider programme commitments and objectives during budget planning.

2. Managers and Supervisors

Managers and supervisors at every level shall:

- 2.1 Take reasonable steps to facilitate the proper disposal of recyclable wastes.
- 2.2 Comply with University and governmental regulations concerning the reduction, reuse, recycling, and recovery of waste products.
- 2.3 Foster a positive attitude towards waste reduction and recycling within their work area.

3. University Recycling Committee

The University Recycling Committee is mandated by the Vice-Rector, Services, to recommend policies, procedures, and programmes for the reduction of unrecycled or unreused waste produced by the University community.

Under the authority of the Vice-Rector, Services, the Recycling Committee is responsible for the development and implementation of a comprehensive recycling programme for the University community, and shall:

- 3.1 Recommend to the Vice-Rector, Services, policies on reduction, reuse, and recycling of material resources throughout the University community. The Committee shall also submit proposals to the Vice-Rector, Services, with specific budget and resource implications, for the implementation of recycling procedures within the University.
- 3.2 Monitor the conformity of Concordia's recycling programme with governmental standards and schedules concerning the recycling or disposal of material resources.



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- 3.3 Keep the University community informed and involved in all recycling initiatives. To this end, the Committee shall produce an annual evaluation of progress toward the goals of the recycling programme.
- 3.4 Represent a cross-section of the University community. Committee members, including faculty, staff and students, shall be appointed by the Vice-Rector, Services, for a renewable two-year term.

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4. Chair(s) of the Recycling Committee

The Chair(s) of the Recycling Committee, elected by and from the members of the Recycling Committee, shall monitor the smooth operation of the Recycling Programme and the activities of the Recycling Coordinator. Under the authority of the Vice-Rector, Services, the Chair(s) shall:

- 4.1 Monitor the operation and implementation of recycling initiatives of the Recycling Committee, once approved by the Vice-Rector, Services.
- 4.2 Inform the Vice-Rector, Services, of all recycling initiatives.
- 4.3 Have signing authority on active accounts pertaining to the recycling programme.
- 4.4 Recommend to the Vice-Rector, Services, candidates for the position of Recycling Coordinator.
- 4.5 Supervise and advise the Recycling Coordinator.

5. Recycling Coordinator

A Recycling Coordinator shall be appointed by the Vice-Rector, Services. Under the authority of the Recycling Committee, the Coordinator shall act as a liaison between the Committee and the University community, as well as with external bodies. The Coordinator shall also coordinate the recycling activities of individual departments in an effort to achieve the goals of the Recycling Programme. The Recycling Coordinator shall:

- 5.1 Act as a liaison between the Recycling Committee and the University community, governmental agencies, and the public, and address any problems, complaints, or comments concerning the recycling programme and its implementation.



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- 5.2 Assist the Committee and its Chair(s) in the planning and development of University policy concerning recycling.
- 5.3 Assist the Committee and its Chairs with the implementation of its recommendations.
- 5.4 Keep the Committee Chair(s) informed of all relevant problems, suggestions, or issues pertaining to the recycling programme.
- 5.5 Consult with governmental and industry representatives to improve the efficiency of the University recycling programme, and promote the meeting or exceeding of governmental waste management regulation and standards.
- 5.6 As required, submit reports on recycling programmes to administrative bodies within the University, and governmental regulatory and administrative bodies.
- 5.7 Investigate the possibilities of securing internal and external funding; and, in cooperation with the Committee Chair(s), prepare funding proposals for consideration by the Recycling Committee.

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